

**"Strengthening Quality in Schools"**  
**Phase V Requirements 2001-2003**  
**New Sites Contract**

Congratulations on your selection to participate in Phase V with SQS. We are looking forward to working closely with you as you learn continuous improvement through the implementation of the Baldrige framework and quality principles. This contract clarifies the roles and responsibilities of the SQS site team, the team Site Quality Facilitator, and SQS.

Pre-requisites for SQS Sites:

- ◆ There is a desire to learn, apply, and deploy the Baldrige Criteria and Quality principles to improve student achievement and system performance.
- ◆ There is a desire to be actively involved with and supported by the GBEEs and SQS.
- ◆ There is a desire to apply what you learn at SQS training sessions to your school improvement plan (EPSS/Instructional Program Review) and strategic plan.
- ◆ There is a desire to apply what you learn at SQS training sessions to your classroom or position.

**Each SQS site team's commitment includes the following:**

- ◆ The Central Office and district schools chosen will participate for 2 ½ years
- ◆ Each district/school will identify a **maximum of six members** from your site to be on your SQS team, including a partner from a business, community college or college of education. It is the site's responsibility to find a partner.
  - ◇ The superintendent or principal must be a member of the district or school team, respectively.
- ◆ All team members will do the following:
  - ◇ Attend all scheduled SQS training sessions (see attached schedule):
    - ◆ Orientation for Leaders– (Superintendents and Principals only)
    - ◆ Orientation to Baldrige in Education
    - ◆ Planning/Alignment
    - ◆ Baldrige in the Classroom: Teacher/Student Partnership
    - ◆ Quality Jumpstart: The Plan-Do-Study-Act Cycle at Work
    - ◆ Data, Not Guesswork
    - ◆ Baldrige Writing Workshop
    - ◆ Covey - 7 Habits of Highly Effective People
  - ◇ Recruit and utilize a partner (business, SDE, Regional Center Cooperative, Community College or Higher Education University)
  - ◇ Apply key SQS concepts learned in your position
  - ◇ Share experiences and knowledge with other faculty and staff (in your school, district office, and other schools in your district) throughout the course of learning
  - ◇ Integrate Baldrige Criteria and quality principles, practices, and tools into daily routines in classrooms and administration
  - ◇ Complete at least one improvement project on student achievement and present results at Quality New Mexico (QNM) Conference
  - ◇ Complete your EPSS/Instructional Program Review plan using a Baldrige framework
  - ◇ Complete and submit a Baldrige-based self-assessment (QNM Pinon Level)
  - ◇ Collect data, measure results, and provide feedback or reports to the SQS office and maintain a portfolio documenting the learning process
- ◆ Identify and support a Site Quality Facilitator (SQF – see below) at each site
- ◆ Have one team member serve as a state quality examiner for QNM (QNM 2002 – 2003)
- ◆ Sites will cover expenses incurred by team members to carry out their participation in SQS. (i.e. travel, mileage, and substitutes, release time, etc.)
- ◆ Pay \$100 annual fee per site.

**SQS agrees to provide the following:**

- ◆ Trainers' fees and expenses
- ◆ Training manuals, materials, handouts
- ◆ All mailings, SQS data analysis, web page
- ◆ Facility costs for all workshops held in Albuquerque – locations, refreshments, equipment (if not covered by site)
- ◆ As in the past, as SQS budget allows, we will try to cover partial costs of substitute teachers, travel, QNM Conference. However, each site is expected to cover any costs not covered by SQS.

**Requirement and commitment of SQS site leader:**

- ◆ Learn and apply the Baldrige framework and quality principles at your school/site
- ◆ Actively/successfully participate in SQS training sessions and meetings
- ◆ Use and model SQS techniques within your school or district
- ◆ Provide opportunities for SQF to share experiences, learning's, and knowledge at school/site
- ◆ Provide opportunities for SQS team to present Baldrige assessment, improvement project status reports, and final results to faculty/staff
- ◆ Provide sufficient support to SQS site team so as to complete contractual requirements
- ◆ Assist the SQS site team in aligning the school/site EPSS or improvement plan to the Baldrige framework
- ◆ Maintain leadership involvement (includes leaders' attending special leadership sessions)
- ◆ Use feedback from the self-assessment (QNM Pinon Level) to identify areas needing improvement and take appropriate action
- ◆ Find resources as needed for team participation
- ◆ Sign a contract between the site and SQS

**Requirement and commitment of Site Quality Facilitator (SQF):**

- ◆ Serve as the point of contact for your team and distribute copies of SQS correspondence to other team members
- ◆ Return SQS forms to SQS office
- ◆ Learn and apply the Baldrige framework and quality principles in your district, school, department, or classroom
- ◆ Actively/successfully participate in SQS and SQF training sessions and meetings
- ◆ Send training evaluation results to the SQS office following each training/sharing at your school/site
- ◆ Assist the SQS site team in aligning the school/district EPSS or improvement plan to the Baldrige framework

As part of your school's/district's acceptance for participation in Phase V of SQS, signature of the principal or superintendent is required below.

Site Name: \_\_\_\_\_ District Name: \_\_\_\_\_

Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
(print name) (print name)

Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
(signature) (signature)

*Laurel Moore*

Laurel Moore  
SQS Project Manager

**Due January 24, 2001 at SQS Orientation for Leaders session**

"Strengthening Quality in Schools"  
Phase V 2001-2003

SQS Team Composition Recommendation\*

**Phase V Team Composition:** It is expected that the same 6 members of each team will participate throughout the 2 ½ year commitment. The district office must continue with participation in SQS throughout the duration of Phase V for schools in the district to continue. It is the site's responsibility to find a partner from a business, community college, College of Education, State Department of Education, or Regional Center Cooperative.

- √ **District Office Team** – 5 district office members and a partner
  - a. Superintendent (mandatory)
  - b. Four other members, who might include assistant superintendents, other leaders from finance, curriculum, personnel, other central office staff, or board members.
  - c. One partner from a local business, community college, College of Education, or the State Department of Education (for example, EPSS coordinator for your area)
- √ **School Teams** – 5 school members and a partner
  - a. Principal (mandatory)
  - b. Four other members representing a cross-mix of the school, which might include teachers, support staff, other school level administration, department chairs, and parents.
  - c. One partner from a local business, community college, College of Education, or the State Department of Education

**Each SQS team's commitment includes the following:**

- ◆ The Central Office and district schools chosen will participate for 2 ½ years
- ◆ Each district/school will identify a maximum of six members from your site to be on your SQS team, including a partner from a business, community college or College of Education. It is the site's responsibility to find a partner.
  - ◇ The superintendent or principal must be a member of the district or school team, respectively.
- ◆ All team members will do the following:
  - ◇ Attend all scheduled SQS training sessions (see attached schedule):
    - ◆ Orientation for Leaders– (Superintendents and Principals only)
    - ◆ Orientation to Baldrige in Education
    - ◆ Planning/Alignment
    - ◆ Baldrige in the Classroom: Teacher/Student Partnership
    - ◆ Quality Jumpstart: PDSA
    - ◆ Data, Not Guesswork
    - ◆ Baldrige Writing Workshop
    - ◆ Covey - 7 Habits of Effective People
  - ◇ Recruit and utilize a partner (business, SDE, Regional Center Cooperative, Community College or Higher Education University)
  - ◇ Apply key SQS concepts learned in your position
  - ◇ Share experiences and knowledge with other faculty and staff (in your school, district office, and other schools in your district) throughout the course of learning
  - ◇ Integrate Baldrige Criteria and quality principles, practices, and tools into daily routines in classrooms and administration
  - ◇ Complete at least one improvement project on student achievement and present

- ◇ results at Quality New Mexico (QNM) Conference
  - ◇ Complete your EPSS/Instructional Program Review plan using a Baldrige framework
  - ◇ Complete and submit a Baldrige-based self-assessment (QNM Pinon Level)
  - ◇ Collect data, measure results, and provide feedback or reports to the SQS office and maintain a portfolio documenting the learning process
- ◆ Identify and support a Site Quality Facilitator (SQF – see below) at each site
- ◆ Have one team member serve as a state quality examiner for QNM (QNM 2002 – 2003)
- ◆ Sites will cover expenses incurred by team members to carry out their participation in SQS. (i.e. travel, mileage, substitutes, release time, etc.)
- ◆ Pay \$100 annual fee per site.

**Partners commitment includes the following:**

- ◆ Attend training sessions with your site team:
  - ◆ Orientation for Leaders– (Superintendents and Principals only)
  - ◆ Orientation to Baldrige in Education
  - ◆ Planning/Alignment
  - ◆ Baldrige in the Classroom: Teacher/Student Partnership
  - ◆ Quality Jumpstart: PDSA
  - ◆ Data, Not Guesswork
  - ◆ Baldrige Writing Workshop
  - ◆ Covey - 7 Habits of Effective People
- ◆ Support and facilitate the team process approximately 8-12 hours per month
- ◆ Assist team in completing measures and reporting results
- ◆ Share quality resources, material and examples with team
- ◆ Cover your personal expenses you incur to carry out the above (i.e., travel, lodging and meals)

**Requirement and commitment of Site Quality Facilitator (SQF):**

- ◆ Serve as the point of contact for your team and distribute copies of SQS correspondence to other team members
- ◆ Return SQS forms to SQS office
- ◆ Learn and apply the Baldrige framework and quality principles in your district, school, department, or classroom
- ◆ Actively/successfully participate in SQS and SQF training sessions and meetings
- ◆ Send training evaluation results to the SQS office following each training/sharing at your school/site
- ◆ Assist the SQS site team in aligning the school/district EPSS or improvement plan to the Baldrige framework

*\* Note: Team composition will be explained and discussed at the Orientation for Leaders session on January 24, 2001. Team members do not need to be determined prior to this date.*